**SINGHEALTH RETAIL - AUDIT REPORT**

**Audit Information**

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| Staff |  |
| Name: | IP MAN |
| Email: | cheekit.chong98@gmail.com |
| Institution name: | Sengkang General Hospital |
| Institution acronym: | SKH |
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| Tenant |  |
| Name : | CAO ZEI |
| Email: | caozei@gmail.com |
| Stall name: | Cao Zei's Hardware Store |
|  |  |
| Audit date: | 2021/04/06 03:54 PM |
| Total score: | 90.0% |

Non-F&B

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| Professionalism and Staff Hygiene | Point(s)  Awarded |
| Shop is open and ready to service patients/visitors according to operating hours. | 1 |
| Staff Attendance: adequate staff for peak and non-peak hours. | 1 |
| At least one (1) clearly assigned person in-charge on site. | 1 |
| Staff uniform/attire is not soiled. | 1 |
| Staff who are unfit for work due to illness should not report to work). | 1 |
| Staff who are fit for work but suffering from the lingering effects of a cough and/or cold should cover their mouths with a surgical mask. | 1 |

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| Housekeeping and General Cleanliness | Point(s)  Awarded |
| Adequate and regular pest control. Pest control record. | 1 |
| Goods and equipment are within shop boundary. | 1 |
| Store display/ Shop front is neat and tidy. | 1 |
| Work/ serving area is neat, clean and free of spillage. | 1 |
| Uncluttered circulation space free of refuse/ furniture. | 1 |
| Fixtures and fittings including shelves, cupboards and drawers are clean and dry and in a good state. | 1 |
| Ceiling/ ceiling boards are free from stains/ dust with no gaps. | 1 |
| Fans and air-con units are in proper working order and clean and free from dust. Proper maintenance and routine cleaning are carried out regularly. | 1 |
| Equipment is clean, in good condition and serviced. | 1 |
| Surfaces, walls and ceilings within customer areas are dry and clean. | 1 |
| Floor within customer areas is clean and dry. | 1 |
| Waste is properly managed and disposed. Waste bins are not over-filled. Waste Management: Proper disposal of general waste. | 1 |

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| Workplace Safety and Health | Point(s)  Awarded |
| MSDS for all industrial chemicals are available and up to date. | 1 |
| Proper chemicals storage. | 1 |
| All detergent and bottles containing liquids are labelled appropriately. | 1 |
| All personnel to wear safety shoes and safety attire where necessary. | 1 |
| Knives and sharp objects are kept at a safe place. | 1 |
| Area under the sink should not be cluttered with items other than washing agents. | 1 |
| Delivery personnel do not stack goods above the shoulder level. | 1 |
| Stacking of goods does not exceed 600mm from the ceiling and heavy items at the bottom, light items on top. | 1 |
| Proper signage/ label (fire, hazards, warnings, food stuff) and Exit signs in working order. | 1 |
| Fire extinguishers access is unobstructed; Fire extinguishers are not expired and employees know how to use them. | 1 |
| Escape route and exits are unobstructed. | 1 |
| First aid box is available and well-equipped. | 1 |
| Electrical sockets are not overloaded – one plug to one socket. | 1 |
| Plugs and cords are intact and free from exposure/ tension with PSB safety mark. | 1 |
| Power points that are in close proximity to flammable and/or water sources are installed with a plastic cover. | 1 |
| Electrical panels / DBs are covered. | 1 |

Covid-19

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| Safe Management Measures for Front-of-house | Point(s)  Awarded |
| SafeEntry has been implemented for dine-in customers. | 1 |
| Temperature screening is conducted for customers of outlets that are located outside of institution’s temperature screening zone. | 1 |
| Table and seating arrangement adheres to the one-metre spacing between tables or groups. Where tables/seats are fixed, tables/seats should be marked out, ensuring at least one-metre spacing. | 1 |
| Queue is demarcated to ensure at least one-metre spacing between customers such as entrances and cashier counters (e.g. through floor markers). | 1 |
| Staff to ensure customers maintain safe distance of one-metre when queuing and seated. | 1 |
| Staff to ensure customers wear a mask at all times, unless eating or drinking. | 1 |
| Hand sanitizers are placed at high touch areas (i.e. tray return, collection point, outlet entrance/exit). | 1 |
| Outlet promotes use of cashless payment modes. | 1 |

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| Staff Hygiene and Safe Management Measures | Point(s)  Awarded |
| All staff to wear a mask at all times, unless eating or drinking. | 1 |
| Mask worn by staff is in the correct manner (i.e. cover nose and mouth, no hanging of mask under the chin/neck). | 1 |
| All staff to record their temperature daily. | 1 |
| Staff to maintain safe distance of one-metre (where possible) and not congregate, including at common areas, and during break/meal times. | 1 |
| Check with supervisor that all staff record SafeEntry check-in and check-out (Note: Supervisor is accountable for adherence) | 1 |

Rectification Information

Non-F&B

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| --- | --- |
| Housekeeping and General Cleanliness | Description |
| Adequate and regular pest control. Pest control record. | |
| Non-compliance Images |  |
| Remarks | asd |
| Rectified | Yes |
| deadline | 04/30/2021 00:00:00 |
| Rectification Images |  |
| Rectification Remarks | Rectify this plz |
| Store display/ Shop front is neat and tidy. | |
| Non-compliance Images |  |
| Remarks | asdsad |
| Rectified | No |
| deadline | 04/14/2021 16:00:00 |
| Rectification Images |  |
| Rectification Remarks |  |
| Work/ serving area is neat, clean and free of spillage. | |
| Non-compliance Images |  |
| Remarks | sadsadsd |
| Rectified | No |
| deadline | 04/14/2021 16:00:00 |
| Rectification Images |  |

Summary

Non-F&B

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| Section | Points |
| Professionalism and Staff Hygiene | 17.65 /17.65% |
| Housekeeping and General Cleanliness | 29.41 /35.29% |
| Workplace Safety and Health | 47.06 /47.06% |
| **Total:** | **94.12 /100.0%** |

Covid-19

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| --- | --- |
| Section | Points |
| Safe Management Measures for Front-of-house | 61.54 /61.54% |
| Staff Hygiene and Safe Management Measures | 38.46 /38.46% |
| **Total:** | **100.00 /100.0%** |